

STANDARD FORM 98 Rev. Feb. 1973 U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION	NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE <i>(See Instructions on Reverse)</i>	1. NOTICE NO. <div style="font-size: 2em; font-weight: bold; text-align: center;">A 2301773</div>
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MAIL TO: <div style="text-align: right; margin-right: 100px;">99-11-05P03:07</div> <div style="text-align: center;"> Administrator Wage and Hour Division U.S. Department of Labor Washington, D.C. 20210 </div>	2. Estimated solicitation date (use numerals) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month 01</td> <td style="width: 33%;">Day 15</td> <td style="width: 33%;">Year 2000</td> </tr> </table> 3. Estimated date bids or proposals to be opened or negotiations begun (use numerals) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month 03</td> <td style="width: 33%;">Day 01</td> <td style="width: 33%;">Year 2000</td> </tr> </table> 4. Date contract performance to begin (use numerals) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month 06</td> <td style="width: 33%;">Day 01</td> <td style="width: 33%;">Year 2000</td> </tr> </table>	Month 01	Day 15	Year 2000	Month 03	Day 01	Year 2000	Month 06	Day 01	Year 2000
Month 01	Day 15	Year 2000								
Month 03	Day 01	Year 2000								
Month 06	Day 01	Year 2000								

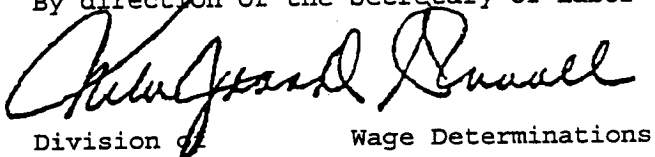
5. PLACE(S) OF PERFORMANCE Oak Ridge (Anderson County) Tennessee <div style="text-align: center; font-size: 2em; margin-top: 20px;">+n</div>	6. SERVICES TO BE PERFORMED (describe) Administrative support services (filing, word processing, graphics, etc.)
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7. INFORMATION ABOUT PERFORMANCE A. <input checked="" type="checkbox"/> Services now performed by a contractor B. <input type="checkbox"/> Services now performed by Federal employees C. <input type="checkbox"/> Services not presently being performed		
8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE		
a. Name and address of incumbent contractor Enterprise Advisory Services, Inc. 6671 Southwest Freeway, Suite 550 Houston, TX 77074	b. Number(s) of any wage determination(s) in incumbent's contract 94-2493	
c. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). Important: Attach copies of current applicable collective bargaining agreements		

9. OFFICIAL SUBMITTING NOTICE	
SIGNED:	DATE 9/21/99
TYPE OR PRINT NAME Thomas P. Richardson	TELEPHONE NO. 423-576-0663
10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SENT AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC.	
<div style="text-align: center;"> U.S. Department of Energy Oak Ridge Operations ATTN: Industrial Personnel Group P. O. Box 2001 Oak Ridge, TN 37831 </div>	

RESPONSE TO NOTICE (by Department of Labor)	A. <input checked="" type="checkbox"/> The attached wage determination(s) listed below apply to procurement. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">94-2493 (11)</div> B. <input type="checkbox"/> As of this date, no wage determination applicable to the specified locality and classes of employees is in effect. C. <input type="checkbox"/> From information supplied, the Service Contract Act does not apply (see attached explanation). D. <input type="checkbox"/> Notice returned for additional information (see attached explanation).
Signed: <div style="text-align: right;"> (U.S. Department of Labor) NOV - 1 1999 (Date) </div>	

REGISTER OF WAGE DETERMINATION UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor


Division of Wage Determinations

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
Washington, D.C. 20210

Wage Determination No.: 94-2493
Revision No.: 11
Date of Last Revision: 06/01/1999

State(s): Tennessee

Areas: Tennessee COUNTIES OF Anderson, Blount, Campbell, Claiborne,
Cumberland, Fentress, Grainger, Hamblen, Jefferson, Knox, Loudon,
Monroe, Morgan, Pickett, Roane, Scott, Sevier, Union

** Fringe Benefits Required For All Occupations Included In
This Wage Determination Follow The Occupational Listing **

OCCUPATION CODE AND TITLE

MINIMUM HOURLY WAGE

Administrative Support and Clerical Occupations: .

01011 Accounting Clerk I	\$ 7.10
01012 Accounting Clerk II	\$ 7.75
01013 Accounting Clerk III	\$ 8.42
01014 Accounting Clerk IV	\$ 9.41
01030 Court Reporter	\$ 9.47
01050 Dispatcher, Motor Vehicle	\$ 9.47
01060 Document Preparation Clerk	\$ 8.52
01070 Messenger (Courier)	\$ 5.90
01090 Duplicating Machine Operator	\$ 8.52
01110 Film/Tape Librarian	\$ 9.32
01115 General Clerk I	\$ 5.90
01116 General Clerk II	\$ 7.00
01117 General Clerk III	\$ 8.52
01118 General Clerk IV	\$ 9.57
01120 Housing Referral Assistant	\$ 11.47
01131 Key Entry Operator I	\$ 7.39
01132 Key Entry Operator II	\$ 9.92
01191 Order Clerk I	\$ 7.30
01192 Order Clerk II	\$ 10.22
01261 Personnel Assistant (Employment) I	\$ 5.90
01262 Personnel Assistant (Employment) II	\$ 7.00
01263 Personnel Assistant (Employment) III	\$ 8.52
01264 Personnel Assistant (Employment) IV	\$ 9.57
01270 Production Control Clerk	\$ 11.47
01290 Rental Clerk	\$ 9.32
01300 Scheduler, Maintenance	\$ 9.32
01311 Secretary I	\$ 9.32
01312 Secretary II	\$ 9.47
01313 Secretary III	\$ 11.47
01314 Secretary IV	\$ 12.76
01315 Secretary V	\$ 14.12
01320 Service Order Dispatcher	\$ 9.32
01341 Stenographer I	\$ 8.30
01342 Stenographer II	\$ 9.32
01400 Supply Technician	\$ 12.76
01420 Survey Worker (Interviewer)	\$ 9.47
01460 Switchboard Operator-Receptionist	\$ 7.45
01510 Test Examiner	\$ 9.47
01520 Test Proctor	\$ 9.47

01531 Travel Clerk I	\$ 8.38
01532 Travel Clerk II	\$ 8.91
01533 Travel Clerk III	\$ 9.60
01611 Word Processor I	\$ 7.62
01612 Word Processor II	\$ 9.90
01613 Word Processor III	\$ 11.07

Automatic Data Processing Occupations:

03010 Computer Data Librarian	\$ 8.27
03041 Computer Operator I	\$ 8.27
03042 Computer Operator II	\$ 9.25
03043 Computer Operator III	\$ 12.50
03044 Computer Operator IV	\$ 13.90
03045 Computer Operator V	\$ 15.39
03071 Computer Programmer I 1/	\$ 12.06
03072 Computer Programmer II 1/	\$ 14.95
03073 Computer Programmer III 1/	\$ 16.10
03074 Computer Programmer IV 1/	\$ 19.48
03101 Computer Systems Analyst I 1/	\$ 16.47
03102 Computer Systems Analyst II 1/	\$ 19.92
03103 Computer Systems Analyst III 1/	\$ 24.65
03160 Peripheral Equipment Operator	\$ 8.27

Automotive Service Occupations:

05005 Automobile Body Repairer, Fiberglass	\$ 13.32
05010 Automotive Glass Installer	\$ 12.11
05040 Automotive Worker	\$ 12.11
05070 Electrician, Automotive	\$ 12.72
05100 Mobile Equipment Servicer	\$ 10.86
05130 Motor Equipment Metal Mechanic	\$ 13.32
05160 Motor Equipment Metal Worker	\$ 12.11
05190 Motor Vehicle Mechanic	\$ 13.32
05220 Motor Vehicle Mechanic Helper	\$ 10.20
05250 Motor Vehicle Upholstery Worker	\$ 11.48
05280 Motor Vehicle Wrecker	\$ 12.11
05310 Painter, Automotive	\$ 12.72
05340 Radiator Repair Specialist	\$ 12.11
05370 Tire Repairer	\$ 10.86
05400 Transmission Repair Specialist	\$ 13.32

Food Preparation and Service Occupations:

07010 Baker	\$ 10.19
07041 Cook I	\$ 9.14
07042 Cook II	\$ 10.19
07070 Dishwasher	\$ 6.81
07100 Food Service Worker (Cafeteria Worker)	\$ 6.81
07130 Meat Cutter	\$ 10.19
07250 Waiter/Waitress	\$ 7.53

Furniture Maintenance and Repair Occupations:

09010 Electrostatic Spray Painter	\$ 14.96
09040 Furniture Handler	\$ 10.53
09070 Furniture Refinisher	\$ 14.96
09100 Furniture Refinisher Helper	\$ 12.00
09110 Furniture Repairer, Minor	\$ 13.46
09130 Upholsterer	\$ 14.96

General Service and Support Occupations:

11030 Cleaner, Vehicles	\$ 6.81
11060 Elevator Operator	\$ 6.81
11090 Gardener	\$ 9.14
11121 Housekeeping Aide I	\$ 6.09
11122 Housekeeping Aide II	\$ 6.81
11150 Janitor	\$ 6.81
11210 Laborer, Grounds Maintenance	\$ 7.53
11240 Maid or Houseman	\$ 6.09
11270 Pest Controller	\$ 9.66
11300 Refuse Collector	\$ 6.81
11330 Tractor Operator	\$ 8.58
11360 Window Cleaner	\$ 7.53

Health Occupations:

12020 Dental Assistant	\$ 10.09
12040 Emergency Medical Technician/Paramedic Ambulance Driver	\$ 10.09
12071 Licensed Practical Nurse I	\$ 8.03
12072 Licensed Practical Nurse II	\$ 9.02
12073 Licensed Practical Nurse III	\$ 10.09
12100 Medical Assistant	\$ 9.02
12130 Medical Laboratory Technician	\$ 9.02
12160 Medical Record Clerk	\$ 9.02
12190 Medical Record Technician	\$ 12.49
12221 Nursing Assistant I	\$ 6.55
12222 Nursing Assistant II	\$ 7.36
12223 Nursing Assistant III	\$ 8.03
12224 Nursing Assistant IV	\$ 9.02
12250 Pharmacy Technician	\$ 11.24
12280 Phlebotomist	\$ 9.02
12311 Registered Nurse I	\$ 12.49
12312 Registered Nurse II	\$ 15.28
12313 Registered Nurse II, Specialist	\$ 15.28
12314 Registered Nurse III	\$ 18.49
12315 Registered Nurse III, Anesthetist	\$ 18.49
12316 Registered Nurse IV	\$ 22.16

Information and Arts Occupations:

13002 Audiovisual Librarian	\$ 12.75
13011 Exhibits Specialist I	\$ 14.62
13012 Exhibits Specialist II	\$ 18.11
13013 Exhibits Specialist III	\$ 22.15
13041 Illustrator I	\$ 14.62
13042 Illustrator II	\$ 18.11
13043 Illustrator III	\$ 22.15
13047 Librarian	\$ 14.12
13050 Library Technician	\$ 9.47
13071 Photographer I	\$ 11.11
13072 Photographer II	\$ 14.62
13073 Photographer III	\$ 18.11
13074 Photographer IV	\$ 22.15
13075 Photographer V	\$ 26.80

Laundry, Drycleaning, Pressing and Related Occups:

15010 Assembler	\$ 6.04
15030 Counter Attendant	\$ 6.04
15040 Dry Cleaner	\$ 7.91
15070 Finisher, Flatwork, Machine	\$ 6.04
15090 Presser, Hand	\$ 6.04
15100 Presser, Machine, Drycleaning	\$ 6.04
15130 Presser, Machine, Shirts	\$ 6.04

15160 Presser, Machine, Wearing Apparel, Laundry	\$ 6.04
15190 Sewing Machine Operator	\$ 8.52
15220 Tailor	\$ 9.11
15250 Washer, Machine	\$ 6.67

Machine Tool Operation and Repair Occupations:

19010 Machine-Tool Operator (Toolroom)	\$ 11.07
19040 Tool and Die Maker	\$ 13.21

Materials Handling and Packing Occupations:

21010 Fuel Distribution System Operator	\$ 12.77
21020 Material Coordinator	\$ 10.24
21030 Material Expediter	\$ 10.24
21040 Material Handling Laborer	\$ 6.80
21050 Order Filler	\$ 8.24
21071 Forklift Operator	\$ 8.53
21080 Production Line Worker (Food Processing)	\$ 9.10
21100 Shipping/Receiving Clerk	\$ 8.31
21130 Shipping Packer	\$ 8.31
21140 Store Worker I	\$ 8.58
21150 Stock Clerk (Shelf Stocker; Store Worker II).	\$ 10.82
21210 Tools and Parts Attendant	\$ 9.10
21400 Warehouse Specialist	\$ 9.10

Mechanics and Maintenance and Repair Occupations:

23010 Aircraft Mechanic	\$ 15.67
23040 Aircraft Mechanic Helper	\$ 12.00
23050 Aircraft Quality Control Inspector	\$ 16.39
23060 Aircraft Servicer	\$ 13.46
23070 Aircraft Worker	\$ 14.24
23100 Appliance Mechanic	\$ 14.96
23120 Bicycle Repairer	\$ 12.77
23125 Cable Splicer	\$ 15.67
23130 Carpenter, Maintenance	\$ 14.96
23140 Carpet Layer	\$ 14.24
23160 Electrician, Maintenance	\$ 15.67
23181 Electronics Technician, Maintenance I	\$ 14.57
23182 Electronics Technician, Maintenance II	\$ 15.31
23183 Electronics Technician, Maintenance III	\$ 16.03
23260 Fabric Worker	\$ 13.46
23290 Fire Alarm System Mechanic	\$ 15.67
23310 Fire Extinguisher Repairer	\$ 12.77
23340 Fuel Distribution System Mechanic	\$ 15.67
23370 General Maintenance Worker	\$ 14.24
23400 Heating, Refrigeration and Air-Conditioning Mechanic	\$ 15.67
23430 Heavy Equipment Mechanic	\$ 15.67
23440 Heavy Equipment Operator	\$ 10.46
23460 Instrument Mechanic	\$ 15.67
23470 Laborer	\$ 6.81
23500 Locksmith	\$ 14.96
23530 Machinery Maintenance Mechanic	\$ 15.67
23550 Machinist, Maintenance	\$ 15.67
23580 Maintenance Trades Helper	\$ 12.00
23640 Millwright	\$ 15.67
23700 Office Appliance Repairer	\$ 14.96
23740 Painter, Aircraft	\$ 14.96
23760 Painter, Maintenance	\$ 14.96
23790 Pipefitter, Maintenance	\$ 15.67
23800 Plumber, Maintenance	\$ 14.96
23820 Pneudraulic Systems Mechanic	\$ 15.67

23850 Rigger	\$ 15.67
23870 Scale Mechanic	\$ 14.24
23890 Sheet-Metal Worker, Maintenance	\$ 15.67
23910 Small Engine Mechanic	\$ 14.24
23930 Telecommunications Mechanic I	\$ 15.67
23931 Telecommunications Mechanic II	\$ 16.39
23950 Telephone Lineman	\$ 15.67
23960 Welder, Combination, Maintenance	\$ 15.67
23965 Well Driller	\$ 15.67
23970 Woodcraft Worker	\$ 15.67
23980 Woodworker	\$ 12.77

Personal Needs Occupations:

24570 Child Care Attendant	\$ 8.37
24580 Child Care Center Clerk	\$ 10.42
24600 Chore Aide	\$ 6.09
24630 Homemaker	\$ 11.58

Plant and System Operation Occupations:

25010 Boiler Tender	\$ 15.67
25040 Sewage Plant Operator	\$ 14.96
25070 Stationary Engineer	\$ 15.67
25190 Ventilation Equipment Tender	\$ 12.00
25210 Water Treatment Plant Operator	\$ 14.96

Protective Service Occupations:

27004 Alarm Monitor	\$ 8.00
27006 Corrections Officer	\$ 11.47
27010 Court Security Officer	\$ 11.91
27040 Detention Officer	\$ 11.47
27070 Firefighter	\$ 11.46
27101 Guard I	\$ 6.36
27102 Guard II	\$ 8.00
27130 Police Officer	\$ 14.25

Stevedoring/Longshoremen Occupational Services:

28010 Blocker and Bracer	\$ 10.79
28020 Hatch Tender	\$ 10.79
28030 Line Handler	\$ 10.79
28040 Stevedore I	\$ 12.14
28050 Stevedore II	\$ 13.46

Technical Occupations:

29010 Air Traffic Control Specialist, Center 2/	\$ 24.05
29011 Air Traffic Control Specialist, Station 2/	\$ 16.58
29012 Air Traffic Control Specialist, Terminal 2/	\$ 18.26
29023 Archeological Technician I	\$ 13.08
29024 Archeological Technician II	\$ 14.63
29025 Archeological Technician III	\$ 18.11
29030 Cartographic Technician	\$ 18.11
29035 Computer Based Training (CBT) Specialist/Instructor	\$ 16.47
29040 Civil Engineering Technician	\$ 18.11
29061 Drafter I	\$ 9.90
29062 Drafter II	\$ 11.11
29063 Drafter III	\$ 14.62
29064 Drafter IV	\$ 18.11
29081 Engineering Technician I	\$ 9.91
29082 Engineering Technician II	\$ 11.12

29083 Engineering Technician III	\$ 13.67
29084 Engineering Technician IV	\$ 16.37
29085 Engineering Technician V	\$ 17.77
29086 Engineering Technician VI	\$ 21.50
29090 Environmental Technician	\$ 13.90
29100 Flight Simulator/Instructor (Pilot)	\$ 19.92
29150 Graphic Artist	\$ 16.47
29160 Instructor	\$ 16.47
29210 Laboratory Technician	\$ 12.50
29240 Mathematical Technician	\$ 16.37
29361 Paralegal/Legal Assistant I	\$ 11.47
29362 Paralegal/Legal Assistant II	\$ 12.76
29363 Paralegal/Legal Assistant III	\$ 15.57
29364 Paralegal/Legal Assistant IV	\$ 18.88
29390 Photooptics Technician	\$ 16.37
29480 Technical Writer	\$ 19.48
29491 Unexploded Ordnance Technician I	\$ 15.28
29492 Unexploded Ordnance Technician II	\$ 18.49
29493 Unexploded Ordnance Technician III	\$ 22.16
29494 Unexploded Safety Escort	\$ 15.28
29495 Unexploded Sweep Personnel	\$ 15.28
29620 Weather Observer, Senior 3/	\$ 13.90
29621 Weather Observer, Combined Upper Air & Surface Programs 3/	\$ 12.50
29622 Weather Observer, Upper Air 3/	\$ 12.50

Transportation/Mobile Equipment Operation Occups:

31030 Bus Driver	\$ 9.01
31260 Parking and Lot Attendant	\$ 6.31
31290 Shuttle Bus Driver	\$ 8.53
31300 Taxi Driver	\$ 8.02
31361 Truckdriver, Light Truck	\$ 8.53
31362 Truckdriver, Medium Truck	\$ 9.01
31363 Truckdriver, Heavy Truck	\$ 9.51
31364 Truckdriver, Tractor-Trailer	\$ 9.51

Miscellaneous Occupations:

99020 Animal Caretaker	\$ 8.09
99030 Cashier	\$ 6.82
99041 Carnival Equipment Operator	\$ 8.58
99042 Carnival Equipment Repairer	\$ 9.14
99043 Carnival Worker	\$ 6.81
99050 Desk Clerk	\$ 8.37
99095 Embalmer	\$ 15.28
99300 Lifeguard	\$ 7.45
99310 Mortician	\$ 15.28
99350 Park Attendant (Aide)	\$ 9.36
99400 Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	\$ 7.45
99500 Recreation Specialist	\$ 11.58
99510 Recycling Worker	\$ 8.59
99610 Sales Clerk	\$ 7.45
99620 School Crossing Guard (Crosswalk Attendant)	\$ 6.81
99630 Sports Official	\$ 7.45
99658 Survey Party Chief (Chief of Party)	\$ 14.93
99659 Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	\$ 12.43
99660 Surveying Aide	\$ 9.07
99690 Swimming Pool Operator	\$ 10.19
99720 Vending Machine Attendant	\$ 8.59
99730 Vending Machine Repairer	\$ 10.19
99740 Vending Machine Repairer Helper	\$ 8.59

**** Fringe Benefits Required For All Occupations Included In
This Wage Determination ****

HEALTH & WELFARE: \$1.63 an hour or \$65.20 a week or \$282.53 a month.

VACATION: Two weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractor in the performance of similar work at the same Federal facility. (Reg. 4.173)

HOLIDAYS: Minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

1/

Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See 29 CFR 4.156)

2/

APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3/

WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employee (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$4.25 per week (or \$.85 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Titles and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Second Supplement, dated August 1995, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

**REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE
{Standard Form 1444 (SF 1444)}**

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.